

***Education and Training
Community of Interest
(COI)
1700 Fall Summit
Agenda***

22 - 24 September 2009

TECOM 1700 Fall Summit Terminal Objective:

To validate existing competencies for the 1700 job series
(1701, 1702, 1710, 1712, 1715, 1720, 1740, 1750)

Enabling Objectives:

- To understand the competency process and COI environment

Overview of Strategic Human Capital Planning process

Overview of the competency development process

What is competency validation? What work has been done to date?

- To review and validate the competencies for each job series

What are the demographics and core characteristics of each series?

What are the primary components of a competency?

How does a competency reflect level of skill or proficiency?

Review, modify, or discard competencies for each series.

- To create/identify TECOM COI core competencies

What USMC/DON core competencies are relevant to the TECOM COI?

- To review, revise and/or create a career roadmap framework for each series

Review/revise previously created roadmaps for each series (APF)

Create career roadmaps for NAF employees in each series



Day 1 - All Times are in EDT

Time	Topic	Objectives	Strategy/Approach	Session Notes
8:30 - 9:00 (30 minutes)	Sign In	□To have all video feeds up and running and participants in place for a 0830 start □Designate scribe to capture essential meeting elements throughout workshop	□Appoint a meeting scribe	- Ms. Burns - Facilitator
9:00 - 10:30 (90 minutes)	Welcome / Introductions / Kickoff	□To welcome and energize the participants □To review the agenda for the workshop □To provide participants with expected deliverables □ Admin Notes / House Rules for GRC and SCETC □Introductions	□Mr. Bearor - Welcome participants □Each participant will identify himself including function and role	Mrs. Clark Opening Mr. Wolff
10:30 - 10:45 (15 minutes)	Break			
10:45 - 11:45 (60 minutes)	COI Environment & Competency Process (Session One)	□To understand the competency process and COI environment ➢Overview of the TECOM COI (APF & NAF) ➢Overview of Strategic Human Capital Planning process ➢Overview of the competency development process ➢What is competency validation? What work has been done to date?	□Mr. Ray Watkins - Impact of the program across the USMC □Mr. Jeff Wolff - E&T COI Overview	
11:45 - 12:45 (60 minutes)	Lunch	Reserved Waller Room at Quantico Club for lunch		
1:00 - 2:00 (60 minutes)	GTB FEA Survey Best Practice Presentation	□ Review GTB FEA Survey Process □ Highlight best practices within the SysCom 1750 Population	• Mr. Randal Webb – FEA Survey Results •Ms Wade- Offering best practice model	Mr. Webb Mrs. Wade
2:00 - 2:15 (15 Minutes)	Break			
2:15 - 3:30 (75 minutes)	Competency Review & Validation	□To review and validate the competencies for each job series ➢What are the demographics and core characteristics of each series? ➢What are the primary components of a competency? ➢How does a competency reflect level of skill or	Organize Workgroup Identify Locations	Ms. Burns - Facilitator Mr. Wolff - Obj



Day 2 - All Times are in EDT

<i>Time</i>	<i>Topic</i>	<i>Objectives</i>	<i>Strategy/Approach</i>	<i>Session Notes</i>
8:30 - 0900 (30 minutes)	Sign In Welcome / Review	☐To have all video feeds up and running and participants in place for a 0830 start ☐Designate scribe to capture essential meeting elements over both days ☐To energize the participants ☐To review the agenda for the day ☐To review progress from previous session ☐To provide participants with expected deliverables	☐Appoint a meeting scribe ☐Mr. Wolff - Discuss previous session's progress ☐Mrs. Clark - review agenda and discuss expected deliverables	Gray Research Ctr- Rm 203 SCETC Room 115
9:00 - 10:30 (30 minutes)	Competency Review & Validation (Breakout Groups)	☐To review and validate the competencies for each job series ➢Review, modify, or discard competencies for each series.	☐Guided facilitation	Ms. Burns - facilitate 30 minutes session Mr. Odum - facilitate 30 Minutes session
10:30 - 10:45 (15 minutes)	Break			
10:45 - 11:45 (60 minutes)	Competency Review & Validation (Breakout Groups)	☐To review and validate the competencies for each job series ➢Review, modify, or discard competencies for each series.	☐Guided facilitation	Ms. Burns - facilitate 30 minutes session Mr. Odum - facilitate 30 Minutes session
11:45 - 1:00 (75 minutes)	Lunch			
1:00 - 2:30 (90 minutes)	Competency Review & Validation (Breakout Groups)	- To review and validate the competencies for each job series - Review, modify, or discard competencies for each series.	Guided facilitation	Ms. Burns - facilitate 30 minutes session Mr. Odum - facilitate 30 Minutes session
2:30 - 2:45 (15 Minutes)	Break		2:30 - 2:45 (15 Minutes)	Break



Day 3 - All Times are in EDT

Time	Topic	Objectives	Strategy/Approach	Session Notes
8:30 - 9:00 (30 minutes)	Sign In	- To have all video feeds up and running and participants in place for a 0830 start - Designate scribe to capture essential meeting elements over both days	- Appoint a meeting scribe - Mr. Wolff - Discuss previous session's progress - Mrs. Clark - review agenda and discuss expected deliverables	
9:00 - 10:30 (90 minutes)	Career Path Roadmaps (APF & NAF Breakout Groups)	- To review, revise and/or create a career roadmap framework for each series - Review/revise previously created roadmaps for each series (APF) - Create career roadmaps for NAF employees in each series		Ms. Burns - facilitate 30 minutes session Mr. Odum - facilitate 30 Minutes session
10:30 - 10:45 (15 minutes)	Break			
10:45 - 11:45 (60 minutes)	Career Path Roadmaps (APF & NAF Breakout Groups)	- To review, revise and/or create a career roadmap framework for each series - Review/revise previously created roadmaps for each series (APF) - Create career roadmaps for NAF employees in each series		Ms. Burns - facilitate 30 minutes session Mr. Odum - facilitate 30 Minutes session
11:45 - 1:00 (75 minutes)	Lunch			
1:00 - 2:00 (60 minutes)	Breakout Groups		Working Groups Out briefs	Meet in SCETC Meeting Room Mr. Bearor Out briefs
2:00 - 2:15 (15 Minutes)	Break			
2:15 - 4:00 (75 minutes)	FY10 COI Goals (by series)	- To present for discussion the competency/learning goals and needs for each series 17XX Future Vision	2:15 - 4:00 (75 minutes)	FY10 COI Goals (by series) Ms. Burns - facilitate 30 minutes session
4:00 - 4:30 (30 minutes)	Review	- To review objectives and accomplishments of the day - COI Leader Closing Remarks	All - an "around the horn" review of the day's events (pros & cons)	Mr. Bearor - closing comments

